



ADMINISTRATIVE **PROCEDURE**

5500

DESERT COMMUNITY COLLEGE DISTRICT

STANDARDS OF STUDENT CONDUCT

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to a person, property or family of any member of the college community, whether on or off District property or at District sponsored or supervised functions.
2. Possession, sale or otherwise furnishing any firearm, illegal knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President.
3. Unlawful possession, use, sale offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District property or at District sponsored or supervised functions.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus, or at District sponsored or supervised functions.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by District policy.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.

10. Engaging in harassing or discriminatory behavior based on disability, age, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; or cyberbullying.

12. Willful misconduct that results in injury or death to a student or to District personnel; or which results in defacing or other damages to any real or personal property owned by the District or on campus, or at District sponsored or supervised functions.

13. Disruptive behavior, violating the rights of other students, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of authority of, or persistent abuse of District personnel.

14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

- a. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
 - i. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
 - ii. Completing, in part or in total, any examination or assignment for another person.
 - iii. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take - home exams or online assignments which have been completed by someone other than the student).
 - iv. Copying from another student's test, paper, lab report or other academic assignment.
 - v. Copying another student's test answers.
 - vi. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
 - vii. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
 - viii. Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
 - ix. Employing aids excluded by the instructor in undertaking course work.
 - x. Looking at another student's exam during a test.
 - xi. Using texts or other reference materials (including dictionaries) when not authorized to do so.
 - xii. Knowingly gaining access to unauthorized data.
 - xiii. Altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.

b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:

- i. Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
- ii. Taking sole credit for ideas and/or written work that resulted from collaboration with others.
- iii. Paraphrasing or quoting material without citing the source.
- iv. Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term - paper mill or internet derived products).
- v. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
- vi. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
- vii. Modifying another's work and representing it as one's own work

15. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

16. Unauthorized entry into or use of District facilities.

17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.

18. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any purpose, including commercial, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

21. Harassment of students and/or District employees that creates an intimidating, hostile, or offensive environment.

22. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

23. Theft or abuse of computer resources including but not limited to:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter District records.
- e. Use of unlicensed software.
- f. Unauthorized copying of software.
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the District's computing system.

24. Use of the District's computer systems or electronic communications systems and services for any purpose prohibited by Administrative Procedure 3720.

25. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

26. Misrepresentation of oneself or of any organization to be an agent of the District.

27. Violation of District rules or regulations concerning the student organizations, the use of District facilities, or the time, place and manner of public expression.

28. Persistent violation of classroom standards of conduct as established by the instructor.

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Reference: Education Code Sections 66300 and 66301; ACCJC Accreditation Standards I.C.8 and 10

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